

TOIYABE INDIAN HEALTH PROJECT, INC.
PAIUTE PROFESSIONAL BUILDING
52 TU SU LANE
BISHOP, CA 93514
(760) 873-8464 * FAX (760) 873-3935

POSITION DESCRIPTION

POSITION: Executive Director

WORK STATION: Bishop

SALARY RANGE: TSS 15

SUPERVISOR: Toiyabe Board of Directors

SUPERVISES: Toiyabe Health Project Personnel

POSITION SUMMARY: Will have the responsibility of the overall efficient operation of the Health Project assuring that each department/satellite clinic is functioning at top-level performance for the delivery of health-care to patients and clients included in Toiyabe's service areas. The Executive Director will have the overall responsibility of the financial and physical well being of the Project and its staff and accountable for all funds expended.

QUALIFICATIONS:

1. The minimum educational requirement: graduation from an accredited college or university with health program management or four years equivalent health program work experience.
2. A Master's Degree in Health Science Administration is desirable.
3. Valid CA. drivers license and insurable with company insurance.
4. Must be CPR certified or certified within three months of hire.
5. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
6. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. The overall administrative responsibility and authority for the maintenance and development of the Project, including personnel management, procurement, property control, planning and fiscal management.
2. Supervises the overall office operation of medical, dental, community health, outreach services, family services and fiscal departments.
 - a. Assures that all duties are executed as per job description; reviews and updates descriptions as appropriate.

- b. Evaluate and review the performance rating of each staff member after submission by the department supervisor, and evaluates the administrative staff.
 - c. Conducts staff meetings as appropriate.
 - d. Handles all grievances in an orderly and objective manner according to the established TIHP Personnel Policies.
- 3. Prepares and presents monthly reports to the TIHP Board of Directors and keeps the Board well informed of all relevant Project activities and financial matters.
- 4. Develops and maintains working relationships with health and health-related service area agencies on local, state and federal levels.
- 5. Provides direction to formulate long and short-range plans to update the existing Indian health care needs and health care resources within the communities.
- 6. Directs the formulation of yearly budgets, administers funds and ensures that the Project conforms to the conditions set forth in all contracts including the State Indian Health Service, National Health Service Corps and any other funding sources and is accountable for all funds expended.
- 7. Recommends and enforces Health Board policies as well as the Personnel Policies.
- 8. Responsible for the hiring and firing of all personnel involved in the operation of the Project.
- 9. Expand and continue to enhance program performance by seeking new sources of revenue.
- 10. Attend meetings/seminars for improving the quality of performance duties of this position.
- 11. Acts as a vehicle for public relations in informing the communities of services and goals of the Project.
- 12. Maintain a professional appearance and attitude.
- 13. Performs other duties as deemed necessary by the Board of Directors.